



City of Austin - JOB DESCRIPTION



Austin Energy Operations & Maintenance Specialist

FLSA:	Standard/Non-Exempt	EEO Category:	(70) Skill Craft
Class Code:	10370	Salary Grade:	ZO9
Approved:	November 27, 2001	Last Revised:	April 21, 2008

Purpose:

Under general supervision, perform tasks related to operating equipment and performing mechanics in a power, steam or chiller operations.

Duties, Functions and Responsibilities:

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.

1. Tests, debugs, and repairs complex utility plant equipment/situations. Calibrates sensors, controllers and meters. Enters data into computerized and/or manual maintenance systems.
2. Records data on appropriate form/log, etc.
3. Starts-up/shuts-down diesel generator units. Monitors water coolant systems, i.e., coolant levels, operation, etc. Operates mechanical screens. Monitors operation of equipment and machinery in work area.
4. Reads gauges and meters. Checks, cleans, and services equipment pumps, power tools, etc. Checks equipment for proper operation, safety, and/or needed maintenance. Turns on/off valve with valve wrench. Operates centrifuge, generator, turbine and/or auxiliary equipment.
5. Sets-up and operates sump and/or other pumps. Cleans tanks, feeds chemicals, etc.
6. Repairs, services, and installs components of the boiler, turbine, generator, and auxiliary systems of a power, steam or chiller plant.
7. Performs preventive maintenance activities on plant equipment per specification(s). Plans work, identifies necessary resources (tools, equipment, parts, labor).
8. Performs mechanical alignments for rotating equipment and their drivers. Troubleshoots mechanical systems and/or equipment. Disassembles and reassembles complex mechanical components. Determines close tolerance fit of associated parts.

Responsibilities - Supervisor and/or Leadership Exercised:

None.

Knowledge, Skills, and Abilities:

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Knowledge of basic methods, equipment, tools, and materials involved in the maintenance and repair of large equipment.
- Knowledge of safety rules, codes and regulations applicable when working on or near energized electrical systems, steam systems, and high-pressure water systems.
- Knowledge of lock out/tag out procedures for removing equipment from service for maintenance.
- Knowledge of proper methods and procedures used in cleaning work area and equipment.
- Knowledge of operating procedures for firing and maintaining pressure on high pressure steam boilers and of the operation and maintenance of auxiliary equipment.
- Knowledge of boiler: feed water chemical treatment and control.
- Knowledge of pressure, temperature, water level and other types of indicating instruments used in operation of high-pressure boilers.
- Skill in establishing and maintaining excellent communication and working relationships with city employees and the public.
- Skill in performing basic mathematical calculations.
- Skill in control procedures for operating auxiliary equipment.
- Ability to make accurate gauge readings.
- Ability to reference/interpret manual sufficient to perform job tasks.

Minimum Qualifications:

- Graduation from High School or equivalent, plus (4) years experience in a field related to the operation and maintenance of a power, steam, or chiller operations.

Licenses and Certifications Required:

- Universal EPA License required if working in a chiller operations.
-

This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.